

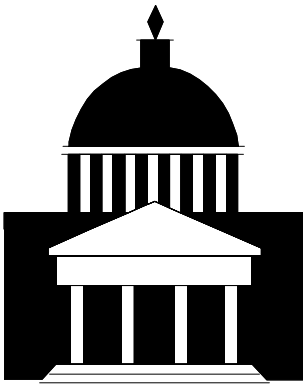
NJCFS Newsletter

OFFICE OF MANAGEMENT AND BUDGET

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VENDOR PAYMENT INQUIRY APPLICATION FOR THE WEB



The Accounting Bureau and the Office of Information Technology (OIT) have developed a soon-to-be-implemented Vendor Payment Inquiry application for access by the vendor community via the *myNewJersey* web portal. The application will provide payment information per vendor code and/or check number to all State vendors paid via the NJCFS/MACS-E systems. Information related to both historical and scheduled payments (check and ACH) will be available.

To ensure the success of this initiative, each agency fiscal officer has been contacted to provide an email address that a vendor could utilize to contact an organization's fiscal office when additional payment information is required. The fiscal officer can provide an email address for each lower level organization, for each appropriation level organization, or for each organization that generates a large number of payments within the agency. Regardless of the email address strategy selected, at a minimum, every agency must designate a default email address so that the web application will function properly.

Note that the email address(es) provided will be stored in a new field designed for this purpose on the NJCFS Organization Table (ORGN.)

If questions exist regarding the Vendor Payment Inquiry application or the identification of an email address, contact John Burrows at 609-984-5217.

ACCOUNTING OPERATIONS STAFF ASSIGNMENTS

The Accounting Operations Unit within OMB's Accounting Bureau is responsible for the review and processing of budgetary transactions (AP, RB, and TA,) including the assignment of revenue source codes; the review and processing of receivables (document types IN and QI;) the approval of revenue modifications (RMs) to defer and undefer revenue; and fielding questions relative to revenue transactions (document types CR, QR and C1.) The Unit also processes travel exception requests, issues the NJCFS Newsletter and conducts NJCFS training. Following is a listing of the Accounting Operations staff and their respective responsibilities:

Cindy McDowell, Supervisor 984-5171

Patricia Fatatis — 984-5207

Miscellaneous Executive Commissions, Interdepartmental Accounts and Treasury

Jackie Shelly — 633-2193

Banking and Insurance, Education and Transportation

Lynn Armano — 984-7794

Chief Executive, Commerce, Health and Senior Services, Human Services, Law and Public Safety, State and the Legislature

Michael Bell - 292-4826

Agriculture, Community Affairs, Environmental Protection and Labor

Carolyn Novak - 777-3724

Corrections, Military and Veterans' Affairs, Personnel and the Judiciary

Michael D. Gallagher - 984-5206

NJCFS Training, NJCFS Newsletter, Circular Letters and Travel

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ASSOCIATION OF GOVERNMENT ACCOUNTANTS (AGA) MEMBERSHIP

The Association of Government Accountants (AGA) is an organization with over 90 chapters nationwide. It is an educational organization dedicated to the enhancement of public financial management. It has been instrumental in developing accounting and auditing standards and in generating new concepts for the effective organization and administration of financial management functions. As a result of independent research and analysis of all aspects of government conducted by the AGA, the organization has become recognized as a leading advocate for improving the quality and effectiveness of government fiscal management.

AGA membership offers numerous valuable benefits to the individual in the following areas:

EDUCATION — Continuing professional education (CPE) has long been provided by the AGA through a series of local chapter presentations, seminars and symposiums as well as nationally sponsored workshops and conferences. These are designed to address topics of interest and concern to financial management professionals in all levels of government.

CERTIFICATION— The Certified Government Financial Manager (CGFM) program is strongly supported by the AGA. CPE credits awarded for attendance at monthly AGA meetings, as well as for participation in the wide variety of educational presentations at the local and national levels, satisfy the requirements for continuing education of the CGFM.

COMMUNICATIONS—All AGA members receive both the *Government Accountants Journal* and the *Government Financial Management TOPICS* in which issues such as emerging technology, auditing and the ever-evolving federal/state partnership are discussed by expert practitioners in various disciplines. The Trenton AGA Chapter also publishes a monthly newsletter whose contributors include financial experts from the public and private sectors of the local region.

ACCESS AND NETWORKING OPPORTUNITIES — AGA membership provides individuals with the opportunity to consult with the best in the field as they come in contact with other government financial management professionals in the area. In recent years the Trenton Chapter has hosted many distinguished individuals as keynote speakers at their events. These have included the State Treasurer and other cabinet level officials as well as distinguished representatives of the government, academic and private sectors.

DISCOUNTS — Members save up to 25 percent off registration fees for AGA conferences, seminars and workshops as well as reduced rates when attending the monthly dinner meetings.

An application for membership is attached to this newsletter. Questions concerning membership and completed applications should be directed to:

Frank DeFeo
Division of Revenue
Department of the Treasury
160 S. Broad Street—PO Box 628
Trenton, NJ 08625-0628
Telephone: (609) 777-1032

Membership in the AGA provides such benefits as:
continuing education,
publications,
networking, and
discounts on events



INVOICES

It may be necessary for agencies to establish receivables in the General Fund for those State (1XX,) Revolving (3XX,) and Dedicated (4XX) accounts receiving spending authority based on estimated receipts. At fiscal year end, a Focus report is generated that recalculates budget authority based on actual receipts, thereby identifying accounts that are overspending collections. The report is forwarded to department fiscal officers who are requested to conduct a review of the accounts and to advise OMB as to when receipts will be collected. If collections sufficient to cover expenditures are not anticipated to be received by the end of the fiscal year, then the agency must indicate whether a receivable can be established based on generally accepted accounting principles (GAAP.)

In order for a receivable to be established under GAAP, revenues must be susceptible to accrual; that is, they must be both measurable and available to finance expenditures of the fiscal period. "Available" is defined as being collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Those revenues which are considered to be susceptible to accrual include amounts earned as of June 30 that will be received within the 12-month period subsequent to June 30.

An Invoice (IN) or Quick Invoice (QI) document is used to establish a receivable in NJCFS. The transaction establishes the receivable (an asset) and recognizes the corresponding revenue prior to receipt of cash. Once the cash is received, a Cash Receipt (CR) document must be prepared that references the Invoice number on the line of the CR. By referencing the Invoice number, the system will make the appropriate entry to reduce the receivable and increase cash.

In accounts that are fully reimbursed for expenditures that are made, agencies often establish a receivable at the end of the year for any unreimbursed expenditures plus the outstanding obligations. If an outstanding obliga-

tion used in the calculation of a receivable is subsequently canceled instead of expended, the receivable should be reduced by the amount of such cancellation. The agency should prepare a decreasing IN document that must be submitted, along with supporting information, to OMB for approval.

QUESTIONS AND ANSWERS

- Q.** What is the mandated timeframe in which outstanding travel advances have to be settled?
- A.** Circular Letter 01-08-OMB states that all travel advances must be settled within 30 days of the trip end date. Agencies that fail to settle outstanding advances within the prescribed timeframe are considered to be in violation of the circular letter.
- Q.** What is the appropriate method to settle a travel advance?
- A.** After the travel event is completed and the employee has submitted an expense report detailing all of the actual expenses incurred on the trip, a travel voucher (TV) type "S" must be processed to record the actual expenses. By referencing the original Travel Authorization (TE or TH) transaction, the NJCFS will apply the actual expenses to the amount of the outstanding advance. If the expenses exceed the advance amount, a check will be issued to the employee for the excess expenses. If the expenses are less than the amount of advance outstanding, the amount of the advance outstanding will be reduced by the expenses and the employee must reimburse the State for the balance of the advance.

The reimbursement by an employee of an unused advance balance must be recorded on a Travel Refund (TC) transaction that references the original TE or TH to ensure that the travel tables, including outstanding advance balances, are relieved.

